

Preparing for the Administrative Review of SFSP

PLEASE HAVE THE FOLLOWING RECORDS READY FOR THE ADMINISTRATIVE REVIEW CONDUCTED BY THE STATE AGENCY REVIEWER

The Reviewer will contact you with the date and location of your review.

1. Signed and dated training documentation for all staff involved in the SFSP.
2. Completed inventory control sheet.
3. Receipts and invoices for food purchases made for the month of review.
4. Milk receipts and invoices separated from other receipts. Please file the milk receipts separately.
5. Meal Count (Weekly Consolidated) forms.
6. Daily Meal Count Forms (for each day) signed and dated.
7. Weekly menus and support documentation for each meal.
8. Completed Racial/Ethnic data form.
9. Completed time reports for Operating and Administrative Staff.
10. Completed Pre-Operational review for each site, (if applicable).
11. Completed First Week Visit Form for each site.
12. Completed First Four Week Site review form for each site.
13. Copy of claim for reimbursement.